

<i>Itemize each expenditure or match value under Grant, Cash Match or In-kind Match categories</i>	<b>Sample Budget Proposal</b> Detailed Explanation of Expenditures and Match Values	Grant Funding	Cash Match	In-Kind Match
<b>Component 1:</b> Conduct a street tree inventory and prepare a management plan for downtown business district and old town neighborhood.				
<b>Grant Funding</b>				
Consultant fee for inventory and plan	estimated by phone quotes from 2 urban forestry consultants	\$5,500		
Printing inventory report & management plan	50 copies @ \$5.00	\$250		
Inventory software	Canopy software - Natural Path Forestry Consultants	\$2,600		
<b>Cash Match</b>				
Clip Boards & inventory supplies	\$100 estimated		\$100	
<b>In-Kind Match</b>				
Tree Board volunteers - data collection	6 hrs/week @ \$15/hr for 3 weeks X 6 volunteers			\$1,620
Asst. Parks Dir., David Meadowlark	Project admin. & volunteer coord. 10 hrs/week @ \$23/hr for 4 weeks			\$920
Plat & street maps by engineering dept.	7 sets @ \$17/set			\$119
Vehicle mileage - tree board volunteers	200 miles @ \$.345/mi. estimated			\$69
<b>Subtotals</b>		\$8,350	\$100	\$2,728
<b>Component 2:</b> Prepare first draft of municipal tree conservation and landscape ordinance.				
<b>Grant Funding</b>				
Reference books	2 copies - U.S. Landscape Ordinances, Abbey @ \$50	\$100		
	2 copies - Tree Conservation Ordinances, APA @ \$40	\$80		
<b>Cash Match</b>				
None expected				
<b>In-Kind Match</b>				
Town Planner, Joe Johnson, ASLA	80 hrs research and preliminary draft @ \$35/hr			\$2,800
Tree Board volunteers - research/review samples	8 hrs/month @ \$15/hr for 4 months X 8 members			\$3,840
Town Engineer, Fred Bridge	12 hrs review preliminary draft @ \$35/hr			\$420
Town Attorney, Carson Spivey	12 hrs review preliminary draft @ \$45/hr			\$540
Office Assistant - Planning Dept., Karen Stover	16hrs/month @ \$10/hr for 4 months to assist Tree Bd. & Planning Dir.			\$640
Subtotals		\$180	0	\$8,240
<b>TOTALS</b>		\$8,530	\$100	\$10,968

### ***Budget Proposal Form***

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<b>Component 1:</b>				
<b>Grant Funding</b>				
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<b>Subtotals</b>				
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